



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT MILITARY LEAVE	POLICY NO. 604.2	EFFECTIVE DATE 10/1/89	PAGE 1 of 1
APPROVED BY: original signed by: ROBERTO QUIROZ Director	SUPERSEDES 708.03 4/2/79	ORIGINAL ISSUE DATE 4/2/79	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide policy concerning military orders for leaves.

POLICY

- 2.1 When an employee submits a military order for leave, all applicable rules and regulations will be considered in determining whether a military leave of absence will be granted.
- 2.2 Military leaves of absence shall be granted by the appointing power in accordance with provisions of the applicable sections of the Military and Veterans Code and the County Code.
- 2.3 Normally, such leaves shall be granted and a position shall be held for the employee's return.

AUTHORITY

Los Angeles County Code
California Military and Veterans Code